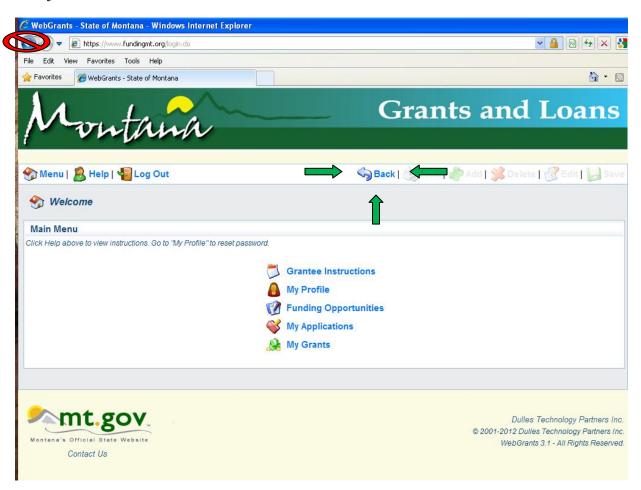
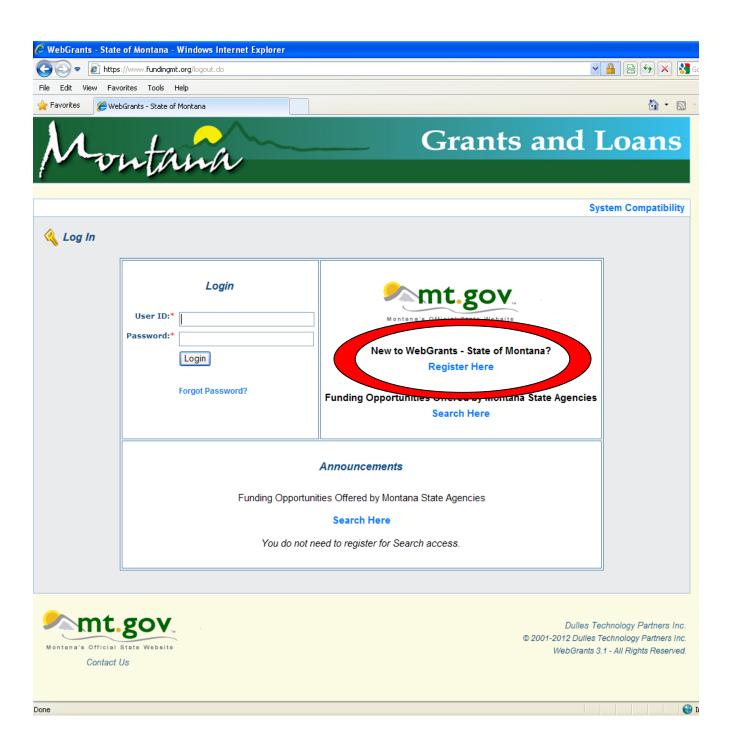
INSTRUCTIONS FOR ENTERING A PLANNING GRANT APPLICATION INTO WEBGRANTS

Contact Zach (<u>zowen@mt.gov</u> 444-0552) or Lindsay (<u>lmvolpe@mt.gov</u> 444-9766) with any questions. We're happy to help. It's a new process for a lot of people.

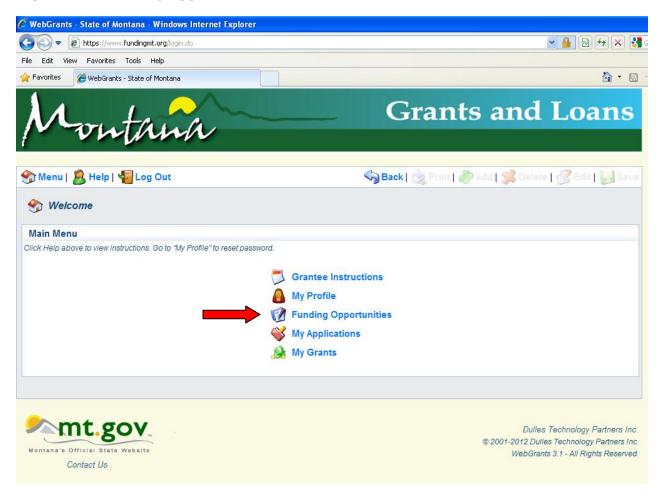
Do not use the web browser back arrow once you're working on your application. Always use the database back arrow.



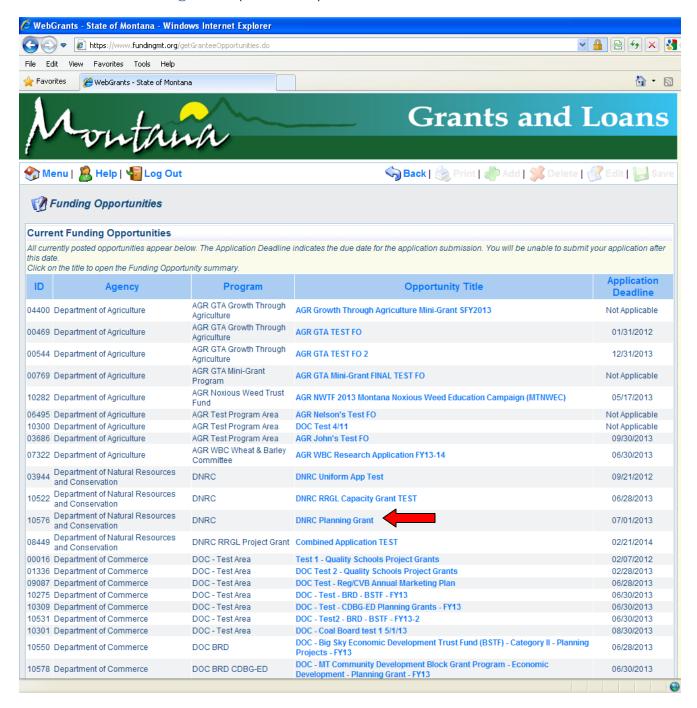
Login to Webgrants. If you haven't registered yet, you'll need to do that, and wait for us to approve your registration. You'll then receive an email with your username and password. **This could take a couple of days**.



Login. Click Funding Opportunities.

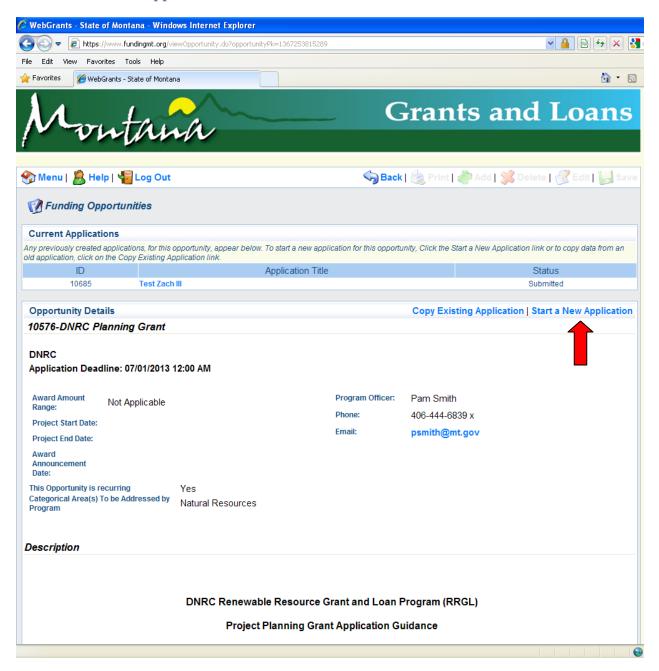


Choose DNRC Planning Grant (ID #10576).



You'll see a description of the grant application. At the bottom of the page will be any attachments and links which might help.

Click Start a New Application.



Fill in the fields. Anything with a red asterisk is required. This first form is slightly confusing, so feel free to call or email if the description below isn't clear.

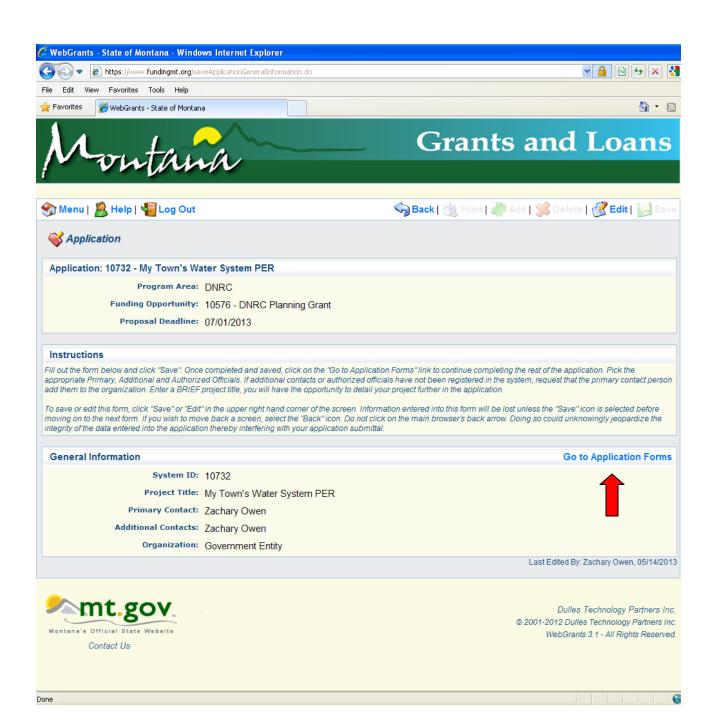
The only people who will show up in these people dropdowns are people who are registered in the database, and connected to Organizations you are connected to in the database. If you are a consultant filling this application out for a client, I suggest choosing yourself as the Primary Contact, and someone from your clients' organization

who will be closely involved in the application and project as the Authorized Official. If you don't put yourself in as one of these contacts, you will not be able to edit the application again once you've logged out.

Once you enter the other require fields, and the Organization (government entity applying for the grant), and Save, the database now knows what Organization you are with. If you now click Edit, you'll be able to choose additional contacts from this organization. Pick anyone who you'd want to allow to view the application, and possibly receive email updates.

Save. Click Go to Application Forms.

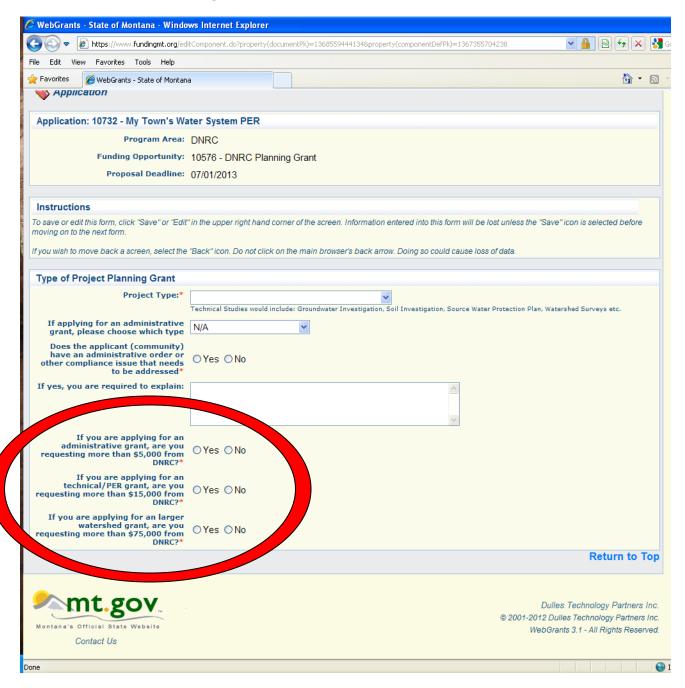




You'll need to fill out each of these forms individually by clicking on the form name. Each must be Marked as Complete before you can submit. The first form, General Information, is what you just filled out. You may have to click Edit to start working on the other forms, once you're in them. If the Edit button is not highlighted, but the Save button is, you're already in edit mode, and you can enter your information.



Fill out the project information and contact list. Choose the type of planning grant you're applying for, and answer the questions about how much you're applying for. These are meant to disqualify anyone applying for more than is allowable under our program. You will not be able to save or submit your application if you're asking for more from us than we will grant.



On the Project Description form, you'll need to attach a map, also. Do this by clicking on the map icon. You'll only be able to see this when you're not in edit mode; so only after you save.



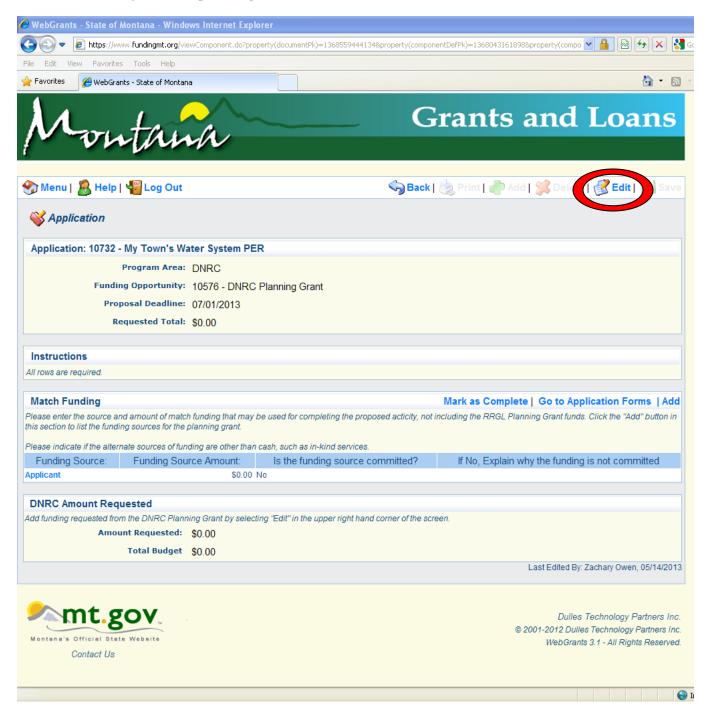
The budget is in two parts. "Match Funding", and DNRC. DNRC is what you're asking for from us. Match Funding is any other money you are using for this planning project.

Click Add to enter your match funding. You'll click Add for each source.



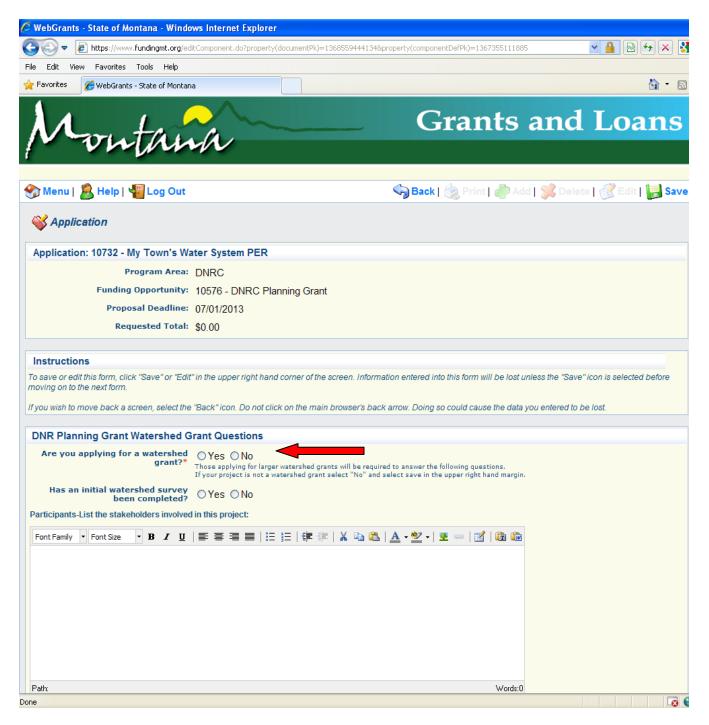
Enter the info, and click Save. Do this for each match funding source.

For the amount you're requesting from DNRC, click Edit.



Enter the amount you're requesting towards the bottom of the screen. Save. Mark as Complete.

The Watershed Grant Questions are for those applying for the larger watershed grants. If you answer "Yes" to the first question, you'll be required to fill out the rest of the form, and attach a map. If you choose "No", simply Save, then Mark as Complete and move on.



Once you've filled out all the forms, saved them, and marked them as complete, you can review all your answers to make sure they're accurate by clicking Application Details. If it all looks ok, click the database back arrow, or Go to Application Forms, then click Submit.

*Once you've clicked Submit, you will no longer be able to edit your application, and we'll be able to see it on our side of the database. If you realize you've missed something or entered something inaccurate after submitting, contact us, and we can open portions of the application back up to you.

